

# **ARROCHAR & TARBET COMMUNITY DEVELOPMENT TRUST**

## **DIRECTORS MEETING - THREE VILLAGES HALL**

Tuesday 13<sup>th</sup> February 2017 at 19:30

### **Minutes of Meeting**

#### **Present:**

C Adam (CA) Director;  
R McDonald (RMc) Director;  
D McLachlan (D McL) Director;  
M Pollard (MP) Director;  
M Sutcliffe (MS) Chairperson;  
M.Tonks (MT) Director  
S.Henderson Hall Representative  
J. Smee Development officer Local Energy Scotland  
L Kennedy (LK) Legal Consultant

**Apologies:** B Clarke (BC) Director; T Brady (TS) Youth Director; S Segesdy (SS) Director P Startin (PS) Director Designate L McKay (LM) Director; R Ross (RR) Community Council Representative;

Mark Sutcliffe chaired the meeting, which opened at 7.30.

#### **1.Previous Minutes**

Proposed by CA and seconded by MT  
Drop hard copy into RMcD Action MS

#### **Hydro project**

JS. Since December, when Highland Eco Design decided to withdraw, we have been in discussion with them about how to take the project over. The returns on this project are more marginal than other projects. Social investment Scotland will top up the shares. The proposal is to sell

Community shares - you make an investment - each share is £1 over the 20 years, normally the return on each share would be 4% . A lower interest rate than if one was paying into a bank. If we were to borrow from a bank the charges would be around £30k - you would expect this to be a less than this sum. So what we have done is look at the costs to date and £140K been spent to date. We need another £600k, of which £300 K should be raised from Arrochar and the rest from Luss with £70k to bridge the gap.

A financial model created by experts with different scenarios and options is available ( scanned copy is attached).

If you raise the amount of the share offer to 75% you could make the project work. See attached sheet for other scenarios. Scenario 1 &2 at the low end of scenarios. It will be a future investment on behalf of the community for the community. Highland Eco Design still want to be contractors in the project. We have a officer who has put together the share offer plan and strategy for that -this is a small cost for this we still have some funds in the care fund. Loan for the Scottish Government would be just written off. We administer the loans on a post consent basis- loan does not have a write off facility. However this would not be granted without a robust financial plan. Luss are still involved in 50% of the project. Timescales - step -wise progression, the Highland Eco Design need to be on site before the end of June. Share offer would need to be completed before August. Perhaps a 2 stage share offer would bring us up to date. Post consent loan could take 3-4 weeks. Environmental protection requires to be considered also .The construction costs will be held at what they think due to tests having been done. Can we proceed with getting to a financial closure.

Luss will be presented to next. The costs will be in the region of £12k for the marketing but not all is for a marketing consultant some is for the publishing and online management. Community benefit society needs to be set up and some to financial advisor. Social investment Scotland will make up the difference with a loan . Vote. - 6 for; 1 against.

Commission the marketing and advertising which includes legals. So that everything is all at the right stage.

(JS left at this point)

## **2. Declaration of Interest**

None

## **3. Progress Reports**

### **(a) Correspondence**

None

### **(b) Trust November–verified: -**

Income £0

Expenditure £7225.0

Balance £6831.10

D McL RBS Complaint officer has left and a new person is dealing with our accounts. Assured that everything in place. Asked for compensation.

### **(c) Accounts**

#### **Hall Figures November Verified : -**

Income £6163.03

Expenditure £3296.92

Balance £2866.11

In Bank £13343.62

Fabric fund contains £20,000

-SH The Burns supper - feedback has been good well done the new events committee. Discussion re the remit of the events committee there was a need for the Trust to create an events committee. However their remit is not to run every event but to have an overview and to facilitate events. An enquiry had been received from – the national theatre of Scotland.

A process needs to be in place re the Hall bar so that anyone with a license can use it. Feedback from the bar users were that stock levels were high and could be reduced.

Bank account inaccessible due to further misunderstanding - Hall to change Banks.

SH- Trees were recently cut down at a cost of £350 a registered tree surgeon had executed the work .

SH the Trophy cabinet in Hall - all funds for the cabinet came from the running group and Heritage fund.

### **Cafe Figures November–verified**

Income £6739.43

Expenditure £6246.01

Balance £493.01

In bank £18253.50

Business has been quiet over December period.

The invoices for the Hall have been redone. Charging £4.50 for the past 3 months going forward charging £5.50 to the hall.

Invoices to be raised for cleaning materials and OAP lunches the hall will be invoiced for them.

Rotas have been created and new staff on board with a big emphasis that Mel does not have to spend every day in the Cafe .

Invoice for the pension services need to check that these are the ones we are going with. Pension invoice to be further discussed with Heather.

Create a skills form that staff can use for CV

The Café has donated the food for the Burns supper to the events group. In turn, the events committee donated revenue for the the Hall funds - this can be identified on January finances.

R Mc D. the minutes require a structure to be put in place for non- digital community members. In future minutes to be emailed to Stephen and he will print off and put on the notice board.

The board of Directors had taken an electronic vote over a general policy decision. Individual Trust projects would no longer make profit off each other.

## **Park and community Partnership**

Rep was unable to attend meetings due to illness.

CC meeting Thursday night

Forum on March

## **7.Events Group**

Jeff Stone to host 2 events Rock on the Loch £4 per ticket costs are £300 for the first event and £240 for the second. Hall has nothing on events on the web site. Events group and Hall to create a process for the Bar going forward. FB site Admin to be given to Lily and Maria

## **9. AOCB**

Sue Furness has proposed a new project for the Trust Loch Lomond: Footprints in the Landscape Summary :- ‘Loch Lomond: Footprints in the Landscape’ aims to promote Loch Lomond as a place of outstanding cultural heritage, to complement its existing reputation for natural heritage. The project will commission professional film-makers to create a stunning aerial film of Loch Lomond and its surrounding shores, which will be accompanied by a specially commissioned soundtrack. In addition to showcasing the area’s natural beauty, the film will importantly celebrate the diversity of archaeological sites around the loch and their place in the landscape, reflecting the ways in which the area has been lived in and used by people from prehistoric times to the present. The film will include state-of-the-art digital reconstructions of a range of archaeological sites that will evoke past inhabitants of the lochside, while quotes from current residents and visitors will highlight what the area means to them today. The film will be made freely available to local communities and tourism/visitor businesses/organisations to raise awareness of heritage among local residents, increase people’s enjoyment of the landscape by adding to their knowledge of it, and promote the area as a heritage-tourism destination. The film will be complemented by a user-friendly website, which will allow people to access more information about the heritage and archaeology of Loch Lomond and its islands, and encourage them to submit their own stories and memories. Training opportunities will be available to young people to both raise their awareness of heritage and archaeology, and to highlight the further

education and employment opportunities related to filming and digital media.

AGM- Accounts now ready apologies to the community.  
No community admin fee received due to late accounts.  
Create a community tree –a who's who of who does what.

Closed Meeting 9.50

Date of next Meeting TBA

See Action summary below

## Summary of Actions for Next Meeting

| Person responsible | Action                                                               | Date                        |
|--------------------|----------------------------------------------------------------------|-----------------------------|
| DMacL              | Find out how many transaction are happing per week /month in PO.     | 14 <sup>th</sup> March2017  |
| DMacL/MT           | Research what training is available on products sold through the PO. | 14 <sup>th</sup> March2017  |
| D MacL             | Progress Hydro Scheme                                                | 14 <sup>th</sup> March2017  |
| D MacL/MS          | Discuss Pension invoice with Heather                                 | 14 <sup>th</sup> March 2017 |
| D MacL/MS          | Work with MS to organise AGM                                         | urgent                      |
| MS                 | Bank details to DTAS                                                 | 14 <sup>th</sup> March 2017 |
| MS/D MacL          | To organise AGM                                                      | Urgent                      |
| MS                 | Circulate Trust monthly finances                                     | 14 <sup>th</sup> March 2017 |
| PS                 | To process application for Fabric Fund bank account                  | 14 <sup>th</sup> March 2017 |

|                |                                                                                                            |                             |
|----------------|------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>SH /PS</b>  | To open new bank account for Hall<br>Email monthly finances for Hall                                       | 14 <sup>th</sup> March 2017 |
| <b>SH /SMc</b> | To email Trust Directors date and time of Hall Meeting.<br>To send out draft Hall minutes to all Directors | 14 <sup>th</sup> March 2017 |
| <b>SH</b>      | To create a bar process so that anyone can use the bar for their event.                                    | 14 <sup>th</sup> March 2017 |
| <b>SH</b>      | Ensure that Lily and Maria are made admin on Hall FB site                                                  | 14 <sup>th</sup> March 2017 |
| <b>MP</b>      | Create a skills form to that Café Staff can use on CV                                                      | 14 <sup>th</sup> March 2017 |
| <b>MP</b>      | To email minutes to Stephen                                                                                | ongoing                     |
| <b>MP</b>      | Circulate minutes and new project for vote                                                                 | Urgent                      |
| <b>MP</b>      | Create Community Tree                                                                                      | 14 <sup>th</sup> April 2017 |
| <b>CA</b>      | Circulate Café finances                                                                                    | 14 <sup>th</sup> April 2017 |



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**CA**

Invoice Hall for Jan  
S&S

Organise  
paperwork for end  
of year and stock  
take in Café

14<sup>th</sup> March 2017

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